



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Student Success Dean	Location:	School Site
Reports To:	Principal	Supervises:	Support Personnel
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	11 months	Salary:	see lhusd.org website

Qualifications

- Appropriate Teacher or Administrator's Certificate as required by the State of Arizona
- Bachelor's required; Master's preferred
- Three to five years experience in school setting
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Assist the administrative team with a variety of administrative duties in the areas of student discipline, community relations, and supervision and coordination of daily campus activities.
- Processes student referrals pertaining to discipline, attendance, and due process hearings.
- Confers with parents, staff, administration, and others to seek solutions for the academic, personal, behavioral and social/emotional problems of students.
- Participates as a member of appropriate community, campus and district committees as assigned.

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Responsible for the decisive leadership in the improvement of the total educational program within the school community.
- Monitor student discipline patterns, generate reports and analyze data regarding student success and discipline.
- Responsible for the assessment scheduling and coordination of benchmark and state exams
- Responsible for overseeing Student Intervention Team and working with teachers, counselors, and related service providers to ensure interventions are in place and progress is monitored.
- Responsible for working alongside teaching and counseling staff to support students with Tier 2 and Tier 3 academic and behavioral interventions and scheduling changes.
- Coordinate with counseling department and teaching staff to develop a systematic method of providing small group social emotional instruction as well as provide whole group lessons.
- Makes referrals to resources and assistance available at the school and community level to address issues of attendance, discipline, behavior, and academic performance.

STAFF PERSONNEL

- Responsible for assisting with schedules and assignment of staff duties related to student success, including coordination of paraprofessional support for exceptional students.
- Responsible for providing cooperative assistance in fostering interpersonal relationships within the school.
- Responsible for supervising and evaluating support staff who work alongside students for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's mission and vision.
- Ensures appropriate communication with school counselors, teachers, administration, school resource officers, and other local authorities regarding student success.



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PUPIL PERSONNEL

- Responsible for implementing established guidelines for student conduct.
- Responsible for monitoring student academic progress.
- Responsible for recording and maintaining accurate student records as required by federal, state, and local statutes and Governing Board policies.
- Responsible to organize, implement and oversee a fair, consistent system of student discipline to include the coordination and tracking of student behavioral and academic interventions.
- Responsible for student discipline and high-level behavioral violations on campus; including investigating claims of threats, harassment and bullying.
- Attend meetings at the school, district, and community in relation to student discipline and success; including but not limited to: parent meetings, SIT meetings, hearing officer meetings, youth court hearings, and superior court hearings.
- Coordinate the planning, development, and revision of student orientations materials and events for beginning of the year and midyear enrollees.

SCHOOL BUILDINGS AND EQUIPMENT

- Assist with the supervision of the maintenance of the school buildings, grounds, and equipment.
- Responsible for recovering damages in the event of vandalism.

SCHOOL COMMUNITY RELATIONS

- Responsible for communicating with the high school and elementary schools within the school district to coordinate transition to and from middle school and appropriate academic placement.
- Responsible for interpretation of the school's program to the community groups dedicated to the overall improvement of the educational system.
- Facilitate workshops for students and parents on matters related to problem solving, appropriate communication skills, interpersonal relations, and anger management.

SUPPORTING SERVICES

- Responsible for assisting in the implementation of support services to meet the needs of students and staff.
- Responsible for assisting cooperatively with school district functions, programs, and committees.
- Responsible to work with government and other agencies that have children as their major concern.

ADMINISTRATIVE TEAM

- Responsible to assist in the development, implementation, and interpretation of policies, regulation and procedures.
- Responsible for participating in the decision-making process, in addition to supporting and implementing decisions and directives of the Superintendent of Schools.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.